

# COUNTY OF YORK

## MEMORANDUM

**DATE:** April 21, 2005 (BOS Mtg. 5/3/05)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Design Services for Harwoods Mill Athletic Field Complex

A Request For Proposals (RFP) was issued to obtain architectural and engineering services to provide master planning, design, and construction management services to construct a 17-field, athletic complex on land adjacent to Harwoods Mill reservoir the County is leasing from Newport News Waterworks. Four proposals were received and forwarded to a five-member selection committee. Negotiations were successfully conducted with Vanesse Hangen Brustlin, Inc., the top-ranked firm, resulting in a proposed architectural services contract having a total not-to-exceed fee of \$813,000. The not-to-exceed fees cover five phases of basic design and construction management services and anticipated reimbursable expenses. Each phase is contingent upon the issuance of a notice to proceed. Should the County decide not to move forward there would be no liability for the unfinished phases.

Following is a summary of the five phases of the proposed contract:

A. Preliminary Evaluation/Master Planning Phase -- \$177,000:

During this phase, the consultant will initially meet with project stakeholders, such as County, Newport News Waterworks (NNWW), and Virginia Department of Transportation (VDOT) staffs, as well as representatives of recreational associations, to set project goals and identify opportunities and constraints. Following this first step, major areas of work will include:

- VDOT traffic analysis and preliminary site access plan
- Topographic surveys and wetlands evaluation
- Storm water management plan, including recommendations on regional Best Management Practices facilities Natural Resources Inventory and Water Quality Impact Assessment
- Final Master Plan drawings depicting preliminary ball field layout with roads, parking, drainage and utilities plans

In addition, the consultant will prepare preliminary construction cost estimates and options. Work will not begin on the next phase until the Board has approved the Final Master Plan drawings.

B. Design Development Phase -- \$210,000:

Based on decisions made at the end of the previous phase, the consultant will:

- Conduct geotechnical and utility location investigations
- Prepare preliminary project drawings and specifications, and
- Meet with regulatory agencies to determine requirements and apply for applicable local, state, and federal environmental permits

Board review will not be scheduled during this phase unless significant changes need to be made to the Final Master Plan drawings or unless the cost estimates are significantly different than presented to the Board during the previous phase.

C. Construction Document Phase -- \$250,000:

During this phase, the consultant will prepare complete construction drawings and specifications for bidding. The consultant will also complete a final boundary survey of the land to be used for the land lease agreement. Finally, the consultant will continue follow up on environmental permits.

D. Bidding Phase -- \$15,000:

During this phase, the consultant will review bids and assist in answering questions that arise during the Bidding Phase. Bid results will be presented to the Board of Supervisors along with a recommendation.

E. Construction Administration -- \$91,000:

During this phase (approximately 12 months), the consultant will assist the County with inspection of construction work, interpretation of contract requirements, and final inspection.

As noted above, in addition to these five phases, the architectural services contract also includes a \$70,000 not-to-exceed allowance for reimbursable items such as reproduction, travel, postage, and other non-labor charges necessary to perform the contract.

Recommendation:

I recommend that the Board adopt attached proposed Resolution R05-86, which authorizes the County Administrator to execute the proposed architectural and engineering services contract with Vanesse Hangen Brustlin, Inc., in the not-to-exceed amount of \$813,000. Funds sufficient for this procurement are available in the Capital Projects Fund.